



## SOCIAL SECURITY ADMINISTRATION

[Docket No. SSA-2021-0004]

### Privacy Act of 1974; System of Records

**AGENCY:** Social Security Administration (SSA).

**ACTION:** Notice of a modified system of records.

**SUMMARY:** In accordance with the Privacy Act, we are issuing public notice of our intent to modify an existing system of records entitled, Mass Emergency Notification System (MENS) (60-0386), last published on April 15, 2019. This notice publishes details of the modified system as set forth below under the caption, SUPPLEMENTARY INFORMATION.

**DATES:** The system of records notice (SORN) is applicable upon its publication in today's *Federal Register*, with the exception of the new routine use, which is effective [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE *FEDERAL REGISTER*]. We invite public comment on the routine use or other aspects of this SORN. In accordance with the Privacy Act of 1974, the public is given a 30-day period in which to submit comments. Therefore, please submit any comments by [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE *FEDERAL REGISTER*].

**ADDRESSES:** The public, Office of Management and Budget (OMB), and Congress may comment on this publication by writing to the Executive Director, Office of Privacy and Disclosure, Office of the General Counsel, SSA, Room G-401 West High Rise, 6401 Security Boulevard, Baltimore, Maryland 21235-6401, or through the Federal e-Rulemaking Portal at <http://www.regulations.gov>. Please reference docket number SSA-2021-0004. All comments we receive will be available for public inspection at the above address and we will post them to <http://www.regulations.gov>.

**FOR FURTHER INFORMATION CONTACT:** Elisa Vasta, Government Information Specialist, Privacy Implementation Division, Office of Privacy and Disclosure, Office of the General Counsel, SSA, Room G-401 West High Rise, 6401 Security Boulevard, Baltimore, Maryland 21235-6401, telephone: (410) 966-5855, e-mail: elisa.vasta@ssa.gov.

**SUPPLEMENTARY INFORMATION:** We are updating the system number and modifying the system manager to clarify contact information in MENS. We are updating the legal authority for maintenance of this system. We are also modifying the records source categories to clarify the individuals, entities, and systems from where information in this system may originate.

We are adding one new routine use to permit disclosures to the Federal Labor Relations Authority, its General Counsel, the Federal Mediation and Conciliation Service, the Federal Service Impasses Panel, or an arbitrator for investigations of allegations of unfair practices and matters before an arbitrator of the Federal Service Impasses Panel. We are also modifying the policies and practices for the storage of records. In addition, we are modifying the policies and practices for the retrieval of records, as well as modifying the policies and practices for the retention and disposal of records.

Lastly, we are modifying the notice throughout to correct miscellaneous stylistic formatting and typographical errors of the previously published notice, and to ensure the language reads consistently across multiple systems. We are republishing the entire notice for ease of reference.

In accordance with 5 U.S.C. 552a(r), we have provided a report to OMB and Congress on this modified system of records.

**Matthew Ramsey,**  
Executive Director,  
Office of Privacy and Disclosure,  
Office of the General Counsel.

**SYSTEM NAME AND NUMBER:** Mass Emergency Notification System (MENS),  
60-0386

**SECURITY CLASSIFICATION:** Unclassified.

**SYSTEM LOCATION:**

Social Security Administration  
  
Office of Budget, Finance, and Management  
  
Office of Security and Emergency Preparedness  
  
6401 Security Boulevard  
  
Baltimore, Maryland 21235-6401

Everbridge, Inc.  
  
25 Corporate Drive, Suite 400  
  
Burlington, MA 01803

**SYSTEM MANAGER(S):**

Social Security Administration  
  
Deputy Commissioner for the Office of Budget, Finance, and Management  
  
Office of Security and Emergency Preparedness  
  
6401 Security Boulevard  
  
Baltimore, MD 21235-6401  
  
(410) 966-5855

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Homeland Security  
  
Presidential Directive 5; Occupational Safety and Health Administration Act of 1970;  
  
Presidential Policy Directive 40; and Federal Continuity Directive 1.

**PURPOSE(S) OF THE SYSTEM:** We will use the information in this system:

- to collect and store personal contact information; and
- to notify Social Security Administration (SSA) employees, contractors, and any others who may be affected by emergency or urgent situations at an SSA site or property.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current SSA employees, contractors, and any others who may be affected by emergency or urgent situations at an SSA site or property (e.g., non-employee parents of children at an SSA childcare facility).

**CATEGORIES OF RECORDS IN THE SYSTEM:** This system maintains contact information and other information necessary to provide notice through MENS including, but not limited to, the individual's name, personal telephone number, personal email address, business phone number, business email address, and business location.

**RECORD SOURCE CATEGORIES:** We obtain information in this system of records from individuals who register for MENS and existing SSA systems of records such as the Identity Management System (IDMS), 60-0361; Personnel Records in Operating Offices, 60-0239; and OPM/GOVT-1, General Personnel Records. In addition, we may obtain information from entities located on SSA sites or properties whose personnel or visitors could be affected by emergency or urgent situations at an SSA site or property, such as third party childcare facilities operated at SSA sites.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:**

We will disclose records pursuant to the following routine uses; however, we will not disclose any information defined as "return or return information" under 26 U.S.C. 6103 of the Internal Revenue Code (IRC), unless authorized by a statute, the Internal Revenue Service (IRS), or IRS regulations.

1. To a congressional office in response to an inquiry from that office made on behalf of, and at the request of, the subject of the record or a third party acting on the subject's behalf.
2. To the Office of the President, in response to an inquiry received from that office made on behalf of, and at the request of, the subject of record or a third party acting on the subject's behalf.
3. To the National Archives and Records Administration (NARA) under 44 U.S.C. 2904 and 2906.
4. To appropriate agencies, entities, and persons when:
  - (a) SSA suspects or has confirmed that there has been a breach of the system of records;
  - (b) SSA has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, SSA (including its information systems, programs, and operations), the Federal Government, or national security; and
  - (c) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with SSA's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.
5. To another Federal agency or Federal entity, when we determine that information from this system of records is reasonably necessary to assist the recipient agency or entity in:
  - (a) responding to a suspected or confirmed breach; or
  - (b) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs,

and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

6. To disclose information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.
7. To the Department of Justice (DOJ), a court or other tribunal, or another party before such a court or tribunal, when:
  - (a) SSA, or any component thereof; or
  - (b) any SSA employee in his or her official capacity; or
  - (c) any SSA employee in his or her individual capacity where DOJ (or SSA, where it is authorized to do so) has agreed to represent the employee; or
  - (d) the United States or any agency thereof where SSA determines the litigation is likely to affect SSA or any of its components, is a party to the litigation or has an interest in such litigation, and SSA determines that the use of such records by DOJ, a court or other tribunal, or another party before the tribunal, is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to DOJ, court or other tribunal, or another party is a use of the information contained in the records that is compatible with the purpose for which the records were collected.
8. To Federal, State and local law enforcement agencies and private security contractors, as appropriate, information necessary:
  - (a) to enable them to protect the safety of SSA employees and customers, the security of the SSA workplace, the operation of SSA facilities, or
  - (b) to assist investigations or prosecutions with respect to activities that affect such safety and security or activities that disrupt the operations of SSA facilities.
9. To the Equal Employment Opportunity Commission (EEOC) when requested in

- connection with investigations into alleged or possible discriminatory practices in the Federal sector, examination of Federal affirmative employment programs, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures, or other functions vested in the Commission.
10. To the Office of Personnel Management (OPM), the Merit Systems Protection Board, or the Office of Special Counsel in connection with appeals, special studies of the civil service and other merit systems, review of rules and regulations, investigations of alleged or possible prohibited practices, and other such functions promulgated in 5 U.S.C. Chapter 12, or as may be required by law.
  11. To contractors and other Federal agencies, as necessary, for the purpose of assisting SSA in the efficient administration of its programs. We will disclose information under this routine use only in situations in which SSA may enter into a contractual or similar agreement with a third party to assist in accomplishing an agency function relating to this system of records.
  12. To student volunteers, individuals working under a personal services contract, and other workers who technically do not have the status of Federal employees, when they are performing work for SSA, as authorized by law, and they need access to personally identifiable information (PII) in SSA records in order to perform their assigned agency functions.
  13. To the Federal Labor Relations Authority, its General Counsel, the Federal Mediation and Conciliation Service, the Federal Service Impasses Panel, or an arbitrator when information is requested in connection with investigations of allegations of unfair practices, matters before an arbitrator or the Federal Service Impasses Panel.

**POLICIES AND PRACTICES FOR STORAGE OF RECORDS:** We will maintain records in this system in electronic form.

**POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:** We will retrieve records in this system by the individual's name and email address.

**POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF**

**RECORDS:** In accordance with NARA rules codified at 36 CFR 1225.16, we maintain records in accordance with the approved NARA General Records Schedules (GRS) 5.3, Continuity and Emergency Planning Records, item 020 (DAA-GRS-2016-0004-0002) and GRS 5.5, Mail, Printing, and Telecommunication Service Management Records, item 020 (DAA-GRS-2016-0012-0002).

**ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:** We retain electronic files containing personal identifiers in secure storage areas accessible only by our authorized employees and contractors who have a need for the information when performing their official duties. Security measures include, but are not limited to, the use of codes and profiles, personal identification numbers and passwords, and personal identification verification cards. We annually provide our employees and contractors with appropriate security awareness training that includes reminders about the need to protect PII and the criminal penalties that apply to unauthorized access to, or disclosure of, PII (5 U.S.C. 552a(i)(1)). Furthermore, employees and contractors with access to databases maintaining PII must sign a sanctions document annually that acknowledge their accountability for inappropriately accessing or disclosing such information.

**RECORD ACCESS PROCEDURES:** Individuals may submit requests for information about whether this system contains a record about them by submitting written requests to the system manager at the above address, which include their name, Social Security number (SSN), or other information that may be in this system of records that will identify them. Individuals requesting notification of, or access to, a record by mail must include: (1) a notarized statement to us to verify their identity; or (2) must certify in the request that they are the individual they claim to be and that they understand that the

knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

Individuals requesting notification of, or access to, records in person must provide their name, SSN, or other information that may be in this system of records that will identify them, as well as provide an identity document, preferably with a photograph, such as a driver's license. Individuals lacking identification documents sufficient to establish their identity must certify in writing that they are the individual they claim to be and that they understand that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

These procedures are in accordance with our regulations at 20 C.F.R. 401.40 and 401.45.

**CONTESTING RECORD PROCEDURES:** Same as record access procedures.

Individuals should also reasonably identify the record, specify the information they are contesting, and state the corrective action sought and the reasons for the correction with supporting justification showing how the record is incomplete, untimely, inaccurate, or irrelevant. These procedures are in accordance with our regulations at 20 C.F.R. 401.65(a).

**NOTIFICATION PROCEDURES:** Same as records access procedures. These procedures are in accordance with our regulations at 20 C.F.R. 401.40 and 401.45.

**EXEMPTIONS PROMULGATED FOR THE SYSTEM:** None.

**HISTORY:** 84 FR 15275, Mass Emergency Notification System (MENS).

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